

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-7
JULY 5, 2004***

***Administration and Management
ADMINISTRATIVE CONTROLS***

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

OPR: CFO3 (N. Scheller)
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Certified by: CFO/CAO (I.T. David)

SUMMARY OF REVISIONS: This directive supersedes National Weather Service Policy Directive (NWSPD) 1-7, *Administrative Controls*, dated August 28, 2002, Certified August 6, 2003. Procedural directives listed under “References” are now complete; italics were removed and full titles added. Supporting information was updated to include the approval of the *NOAA Telework Policy* and the *NWS Telework Implementation Plan (Addendum to the NOAA Policy)*. Information Technology listings under “Supporting Information” related to Telework were removed; these listings are included in the NWS Telework Implementation Plan.

1. The National Oceanic and Atmospheric Administration’s (NOAA) National Weather Service uses administrative controls to ensure resources are utilized efficiently, effectively, and in compliance with applicable law. This directive provides the framework for establishing and issuing administrative controls within the organization.
2. Federal personnel, labor management, and equal employment opportunity laws and regulations and Federal agency policy, including policy set by the Office of Personnel Management (OPM), Equal Employment Opportunity Commission (EEOC), Department of Commerce (DOC), and NOAA must be followed when exercising administrative requirements.
3. This policy directive establishes the following authorities and responsibilities:
 - 3.1 The Chief Financial Officer/Chief Administrative Officer (CFO/CAO) is responsible for ensuring that Headquarters, Regional, and Staff Office Directors (NWS Directors) are provided with and held accountable for established administrative controls. The CFO/CAO approves the level at which administrative controls are implemented. Through the NWS Directives System the CFO/CAO issues NWS wide administrative control procedures and maintains a record of administrative controls at all levels.

3.2 NWS Directors will implement administrative controls delegated to them by the CFO/CAO or established within their organizations. Directors may redelegate their authority in full or in part to subordinate officials as appropriate.

4. Redlegation levels are assigned under each program procedure.

5. This policy directive is supported by the references and glossary of terms listed in Attachment 1.

<u>signed by John E. Jones, Jr.</u>	<u>June 21, 2004</u>
Brigadier General David L. Johnson, USAF (Ret.)	Date
Assistant Administrator for Weather Services	

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Procedural Directives:

NWSI 1-701 - NWS Telework Program

NWSI 1-702 - NWS Alternative Work Schedules Program

NWSI 1-704 - NWS Travel and Purchase Card/Convenience Check Program

NWSI 1-705 - NWS Time and Attendance Program

NWSI 1-706 - SSMC2 Facilities Management

Supporting Information:

Office of Personnel Management, Merit System Principles

Equal Employment Opportunity Commission Regulations and Enforcement Guidance

Federal Labor Relations Authority Regulations

Department of Commerce and NOAA Standards of Conduct

Public Law 106-346, Section 359 (Telework)

DOC Telework Program

NOAA Telework Policy

NWS Telework Implementation Procedures (Addendum to the NOAA Telework Policy)

DOC Leave Handbook

DOC and NOAA Travel Regulations